

DUTY STATEMENT

Employee Name:	Position Number: 580-700-5393-002
Classification: Analyst II	Tenure/Time Base: Permanent/Full-time
Working Title: Grants Analyst	Work Location: 850 Marina Bay Parkway Richmond, CA 94804
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Laboratory Sciences	Branch/Section/Unit: Business Operations Branch/Fiscal & Grants Management Section/Grants Management Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by performing the grant management functions of the Center for Laboratory Sciences (CLS) to ensure fiscal responsibility enabling the efficient and timely delivery of public health laboratory services, ultimately supporting health and safety of California's residents.

The Analyst II, acting as the Grants Analyst, is responsible for independent analysis of state and federal uniformity and conformity of Center grants. This includes independently preparing, reviewing, and monitoring grant reports, analyzing and interpreting state laws and regulations as they pertain to

Center grants, and serves as the main back up to the Unit Analysts.

The incumbent works under the direction of the Supervisor II, Fiscal & Grants Management Section.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☐ Travel:
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 30% Independently assume the more varied and complex fiscal responsibilities for the Center, including monitoring monthly expenditures for federal grants. Ensure that programs stay within budget authority; notify leadership of any errors in FI\$CAL, and project expenditures per grant guidelines. Analyze fiscal data to identify current or potential problems, review budget and development of alternatives, and provide recommendation for the Center assuring the Center remains within its budget allocation per grant. Work directly with accounting to resolve any discrepancies between the Center's expenditure and revenue data and FI\$CAL expenditure and revenue data. Assist in developing Budget Change Concepts, Budget Change Proposals, Finance Letters, and bill analyses for the Center as needed for grant compliance. Prepare internal complex budget reports and other reports delineating Center-wide expenditures for all grant reporting purposes. Track and monitor equipment purchases and contract and grant funding and expenditures. Coordinate and review all fiscal documents for consistency and conformance with applicable laws, rules, and procedures.
- 30% Prepare the federal and state grants for the Center. Develop grant language, prepare and review grant applications and independently prepare supporting documents necessary for full execution of grant proposals. Interpret grant language for CLS leadership and programs. Monitor grant submission deadlines and award notices. Collect, analyze, interpret, and report information to CLS management appropriate to the development of grant policies and procedures.
- 20% Research funding opportunities and eligibility requirements, analyze federal, state, and local grant regulations and guidance, ensure awards are established and managed in compliance with applicable laws, policies, and program requirements. Monitor grant expenditures and performance metrics, prepare financial, progress, and compliance reports, support audits and reviews, track deliverables and deadlines, and coordinate with program staff, finance, procurement, and external funding agencies to ensure accurate reporting, timely reimbursements, and proper stewardship of grant funds.
- 15% Support the work of the Unit by analyzing, reviewing, and monitoring the Center grants for accuracy and compliance to regulations, policies and procedures. Regularly prepare grant reports, spreadsheets, and presentations for CLS leadership, the Director's Office, and other reporting agencies as necessary. Coordinate HRD drills for the Center and Programs. Maintain

a centralized system for storing proposals, contracts, reports and audit documents. Collaborate with other Unit staff and Center programs for any additional required information related to reports or drills.

Marginal Functions (including percentage of time)

5% Perform other Analyst II job-related duties.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: CP

Date: 10/26/26